

public bodies. Once the Town staff, review agencies, the Planning Commission and Town Council approves the plats and construction drawings they must be signed by Town staff.

#### *How long is the review process?*

The process requires a minimum of 4 months, assuming 1st time approval by all review agencies. Typically, there are 3-4 iterations of plan review during this process. Timing hinges on how quickly and thoroughly the applicant's engineer responds to comments from staff, review agencies, and public bodies.

Key steps in the process are as follows: Posting of the public hearing signs, and notice to adjoining property owners, Planning Commission preliminary subdivision public hearing, Planning Commission final subdivision review, and Town Council action.

#### *How do I revise signed plats and drawings?*

Drawings and plats must be resubmitted as in the Major Subdivision process but may not be subject to a public hearing.

#### *How long are signed plats and drawings good for?*

Once the plats are signed they must be recorded at the office of the Clerk of the Circuit Court within 60 days or they will be considered void. Construction drawings are valid for 5 years from signature to the time a building permit is obtained.

*Major Subdivision Application Review Team: (These agencies may be requested to provide a review and comments)*

- Town of Stephens City Planning:  
Town Planner:  
540-869-3087
- Town of Stephens City  
Town Attorney:  
540-667-6400
- Stephens City Volunteer  
Fire Company 11  
540-869-4576
- VA Department of Transportation:  
Residency Administrator:  
Jerry Copp  
540-984-5600
- Frederick County Departments:  
540-665-5600

#### *Town of Stephens City, Virginia*

Town Planner  
P.O. Box 250  
1033 Locust Street  
Phone: 540-869-3087  
Fax: 540-869-6166

July 2007



## **MAJOR SUBDIVISION REVIEW PROCESS**

## THE MAJOR SUBDIVISION REVIEW PROCESS

### *What is a Major Subdivision?*

A Major Subdivision is the division of a parcel of land that creates more than 3 new lots and/or new public facilities (e.g. roads and utilities). The Town requires plats and construction drawings be submitted to ensure that any proposed development will meet Town standards.

To ensure the proposed plats and drawings include all the needed information, the Town requires applicants to complete a Subdivision Checklist. The checklist is available through the Town Planner, the subdivision application packet and the Town's website. It covers requirements listed in the Town's Subdivision Ordinance, as well as additional information required by the Town.

### *When do I need a Subdivision?*

If a proposed project creates more than 3 lots or necessitates the creation of a new road or other public infrastructure then a Major Subdivision needs to be requested. Plats and construction drawings need to be submitted with request.

### *Should I set up a Pre-Application Meeting?*

The Town requires anyone who plans to subdivide a lot into 4 or more new lots to set up a pre-application meeting with the Town Planner. The Town Planner will contact the appropriate staff or agencies to be included in the meeting. The meeting is a good opportunity to discuss the project and flush out any issues that might be of

concern to the Town or applicant, including: drainage, new streets, easements, open space dedication, and other pertinent issues.

### *How do I apply for a Subdivision?*

Submit a complete Subdivision Application, Subdivision Checklist, plats, construction drawings, list of adjoining property owners, and fee to the Town of Stephens City. If the materials submitted are incomplete they will be returned. The applicant will have 30 calendar

days to submit complete materials or resubmittal will be required.

### *What happens after the application is accepted?*

Once the application is accepted, the Town will conduct an internal review. The Town may also submit your application for review and comments from selected agencies listed on the back of this brochure or other selected agencies as needed. The Town Planner will also take the case before the Town's

